

~~CONFIDENTIAL~~

JUL 26 1957

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Administrative/Support Workload at Small  
Stations and Bases

John:

25X1A

I have finished reading your report on "Administrative/Support Workload at Small Stations and Bases." I think this is a very good report which certainly points up the problems experienced by Field Stations, especially small Stations. I believe it would be more appropriate for us to use this as a guide in our continuing efforts to reduce the administrative workload rather than submitting it formerly to the DD/P. I have, however, advised [redacted] that you have completed such a study and that action is currently underway to eliminate or modify administrative procedures and requirements so as to relieve the small Field Station as much as possible.

(signed) H. Gates Lloyd

H. GATES LLOYD  
Acting Deputy Director  
(Support)

EA-DD/SCEB:DLC (26 July 57)

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